

**Water/Wastewater Commissioners’
Meeting Minutes
July 19, 2011**

Present: Robert E. Courage, Chairman
Michael E. Putnam, Vice-Chairman
Dale A. White, Member
David Boucher
Evelyn Gendron

Call to Order:

Chairman Courage called the meeting to order at 6:00 p.m.

Decisions:

Approval of Final Minutes – Vice-Chairman Putnam made the motion to approve the minutes of the meeting held on July 5, 2011 as presented. Commissioner White seconded the motion. All voted in favor.

Abatement Requests – Vice-Chairman Putnam made the motion to approve the following three sewer abatement requests as follows:

37 North Street – this sewer abatement request in the amount of \$199.80 is for a one-time exception basis for water used for lawn care purposes and is based on the recommendation of Superintendent Boucher since this water used did not enter the sewer system. The amount of sewer usage to be abated is 6,000 cubic feet.

94 Souhegan Street – this sewer abatement request in the amount of \$52.95 is for a one-time exception basis for processing with gallons used, as the water used was for a pool fill and therefore did not enter the sewer system. The amount of sewer usage to be abated is 1,590 cubic feet.

26 Orchard Street – this sewer abatement request in the amount of \$9.42 is to correct the oversight of a billing credit due for a pool filling. The amount of sewer usage to be abated is 283 cubic feet.

Chairman Courage seconded the motion. All voted in favor.

Water Rules & Regulations – Update and Abatement Form – Discussion/decisions tabled until additional information is available pending the meeting scheduled with Attorney Drescher for Friday, July 29th.

Discussion/Information Items:

Septage Receiving Facility Project Update – Mr. Boucher distributed the information prepared and submitted by Mr. Rene LaBranche, Stantec Consulting, dated July 19, 2011 and pointed out that the Weston & Sampson bid price is still valid, as well as cited the credits for deleting paving and site pipe work and other changes, noting that Stantec has yet to receive a detailed breakdown. With reference to Item #2 on the hand-out in which Mr. LaBranche compared the estimated energy costs over a 10 year period using double block vs. single block insulation, Mr. Boucher questioned the commissioners as to whether they would like to discuss and/or make a decision on this matter during tonight's meeting, noting that Stantec should be receiving a line-by-line list of savings. Vice-Chairman Putnam said he wanted to be sure the targeted savings would in fact become actual savings, and questioned how much heat would be required, or if the building temperature could be safely maintained at "above freezing". He said the building should be consistent with the town's attentiveness to energy efficient building use. Mr. Boucher said that although the water inside would always be moving, dumpster contents shouldn't be allowed to freeze. Commissioner White answered Superintendent Boucher's question as to what the "RS Means Construction Cost Data credit" is, with reference to construction pricing per square footage, and said that choosing an energy efficient design should facilitate future, alternative usage of this building for other wastewater-oriented purposes, should processes change.

Vice-Chairman Putnam made the motion to stay with the energy efficient wall block, the double block with 2" rigid insulation. Chairman Courage seconded the motion. All voted in favor.

Sewer System Rehabilitation Project Update – Mr. Boucher said that National Water Main Cleaning Company has applied a water-tight coating to 18 manholes so far, having just completed Walker and Mill Streets. He said the Collection System Foreman would like to have three manholes coated on Johnson Street (not entire interiors as these are pre-cast manholes), with Dearborn and Souhegan Streets remaining (whole interiors). Vice-Chairman Putnam said he is looking forward to seeing the before-and-after photographs. Chairman Courage said he had seen the impressive work being done on King Street and that the financial reports as of June 30th indicate this project is going well, with \$102,000.00 remaining. Mr. Boucher said the top hats are yet to be received.

Curtis Well Field Update – Mr. Boucher explained the progress made since the last commissioners' meeting and said that Mr. Chris Berg of Wright-Pierce would be meeting with him tomorrow to begin the draft conservation plan for submittal to the NH DES, and that the SCADA connections would be performed by Woodard and Curran after the work by D.L. Maher and LaFlamme Electric is complete.

Union Street Water Main Replacement Project Update – Superintendent Boucher said that the tie-in to Lincoln Street was completed yesterday, that 80 feet was completed today, and the plans for tomorrow were to put in one stick of pipe, 20 feet of 12", with the reducer to connect to a 6" gate in between, so that the pipe work should be completed tomorrow. Chairman Courage was pleased with the project progressing ahead of the construction estimate schedule. Commissioner White said that the crew remained focused, and the machine reach of the excavator is key. Mr. Boucher agreed, adding that several aspects helped the project proceed: the height of the sewer services and drains helped, the tie-in on Lincoln Street went smoothly, the dry taps, etc.

Activities Report – Vice-Chairman Putnam said everything looked good. Noted on page 2 were the billing account conversions from residential to commercial. Commissioner White asked whether the wells were keeping up with the demand for water. Mr. Boucher said the weather has been dry and hot, resulting in an increased, yet proactive, use of Pennichuck water. The crew had made sure monitoring well #2 didn't get too low. Chairman Courage requested a report for the next meeting as to the day-by-day number of gallons pumped during July on the Milford water system, the gallons of Pennichuck Water purchased, as well as the percentage of daily water demand being met by Pennichuck.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher said that he had spoken today with Mr. Jack Sheehy, Director of Financial Operations, regarding the sewer rate study and that, while he is still waiting for the audit to be completed, he did request a draft for use for the rate study. Chairman Courage said it would be nice to obtain that during early August, at the latest.

For the town's paving program, Mr. Boucher said that the Collection System Foreman will begin installing castings and raising them to grade, as well as for the water ones. Chairman Courage cautioned that the water valves be checked for position and accessibility prior to the onset of paving.

Commissioner White inquired about the projected vs. actual costs of the air conditioning work. Mr. Boucher said the work performed was probably \$1,000.00 higher than estimated.

Mr. Boucher said that quotes for the generator work are expected from Cummins North East and F.M. Generator and information will be presented when the Operations Foreman has compiled the numbers. He said the turbo noise level went down during the last time the generator was run.

Mr. Boucher mentioned the July 26th storm water meeting as scheduled by the Conservation Commissioner to be held in the DPW Conference room (and previously emailed to the commissioners by Town Administrator Scaife). There will be a work session held on August 1st from 5:00 p.m. – 7:00 p.m. in the Board of Selectmen's conference room, and Mr. Scaife would like to meet with the commissioners for a collaborative information exchange regarding the storm water permitting process. Mr. Boucher explained the GPS/map information that the Water Utilities Department can share. Mr. Boucher will send an email to Town Administrator Scaife to recommend an information exchange meeting be held at the Water Utilities Department on Tuesday, July 26th at 6:00 p.m. There will be a CIP meeting on August 3rd at 6:30 p.m. in the Board of Selectmen's Room.

Chairman Courage said that the financial reports indicate 46% budget expenditures, which is on-target. He added that the commissioners should be thinking about necessary discussions regarding additional test well work. Mr. Boucher will request map updates.

Mr. Boucher will provide figures to Chairman Courage regarding work needed at the Prospect Tank (built in 1889). He said that Stantec Consulting and he had applied for a grant.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, August 2, 2011 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

A motion to adjourn the regular meeting was made by Commissioner White at 6:50 p.m. Chairman Courage seconded the motion. All voted in favor.

Respectfully submitted,

Evelyn B. Gendron

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date